

## Housing Management Services

### RFP # HSS-12-048 For Division of Substance Abuse and Mental Health

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#	KEY POINT	Dates, pages and other info
1	<b>Submission Date &amp; Time</b>	December 21st 2012 @11am
2	<b>Timeline</b>	Page 31 Sect IX. Q - Tentative
3	<b>Response to Questions</b>	Vendor questions due by 11/19/2012 Answers to Questions - tentatively due November 28th 2012 on bids.delaware.gov <i>Note: any answers provided during the information sessions are deemed unofficial until reviewed and posted on the bids website.</i>
4	<b>Submission format</b>	page 28 section IX A SEALED PROPOSALS accepted until 11:00am December 21st 2012 must include (hardcopy) COVER LETTER ,and FORMS IN APPENDICES B,C,D & E completed and signed + 10 bound Hardcopies of your proposal. 2 Original CDs labeled "original" and 1 COPY labeled "copy" Confidential material may be submitted- up to 3 CDs marked "confidential information"
5	<b>Inquiries /communication</b> After 11/19/12	bids.delaware.gov <a href="mailto:kieran.mohammed@state.de.us">kieran.mohammed@state.de.us</a> Inquiries are to be Administrative or Compliance/ Submission related only
6	<b>Delivery Address</b>	DELIVER TO : DELAWARE HEALTH and SOCIAL SERVICES HERMAN M HOLLOWAY Sr. CAMPUS PROCUREMENT BRANCH MAIN ADMINISTRATION BUILDING , SULLIVAN STREET SECOND FLOOR ROOM # 257 1901 North DuPont Highway , New Castle , DE 19720
7	<b>Length of Contract</b>	Page 17 Sect V A 16 months with possible renewal for 3 additional years
8	<b>Subcontractor</b>	Page 17 Sec VB Subcontractors will NOT be permitted
9	<b>Funding Disclaimer</b>	Page 17 V C Contracts may be terminated based on lack of funds,ETC.
10	<b>Payment Information</b>	Page 20 Sec V E and Page 27 Sec VIII
11	<b>Compliance information</b>	Page 28 Sect IX Collusion & Fraud, Penalties, Ownership and noninterference investigation of qualifications,RFP/Proposal and Final contract , Proposal cost, etc
13	<b>Freedom of Information Act /Debriefing</b>	page 32 Section IX R Confidentiality and Debriefing
15	<b>Vendor Selection Process</b>	Page 33 Section X Selection 1/15/2013
16	<b>Evaluation Criteria</b>	Page 35 Section X C Proposed Program design 45pts, budget 10 pts